

POLICE OFFICER

NATURE OF WORK

This is general duty police work in the protection of life and property through the enforcement of federal and state laws and City ordinances.

Work involves the responsibility for performing applicable police functions compatible to the area of specialization to which assigned. Work normally consists of routine patrol, investigation, or special assignments in a designated area, on an assigned shift, which may be performed in a car, on a bike, or at headquarters. Work may involve an element of personal danger. Employees often work without direct supervision and exercise independent judgment in performing duties. Employees of this class may receive assignments as a uniformed or plainclothes officer to a unit of either the Operations or Support Divisions, including community-based teams, traffic safety, criminal investigations, education and personnel, narcotics or community services. Assignments and general instructions are received from a superior officer, who reviews work methods and results through written reports, personal conferences and observation.

EXAMPLES OF WORK PERFORMED

Patrols a designated area of the city in a car or on a bike to preserve law and order, to prevent and discover the commission of crime, and to enforce traffic regulations.

Monitors police radio and answers calls for service involving fires, automobile accidents, robberies and other crimes; prepares reports and other documentation associated with such activities.

Investigates crimes such as murder, assault and manslaughter; investigates crimes involving the use, distribution and/or cultivation of illegal narcotics; investigates technical crimes such as check fraud and embezzlement; interviews victims and witnesses if possible; interrogates suspects; secures crime scenes, searches for physical evidence, and maintains evidence according to established procedures; may call for technical assistance to evaluate evidence; arrests persons suspected of crimes.

Maintains surveillance of suspects; develops and works informants; assists in raids and similar special assignments.

Takes latent fingerprints, classifies and files information; operates technical equipment; maintains special certifications necessary for operating and repairing technical equipment.

Investigates complaints related to domestic problems, delinquency, misbehavior, child neglect or mistreatment, moral offenses, disorderly conduct, and other matters.

Counsels juveniles and adults in order to prevent criminal behavior, delinquency, domestic troubles, and other disorders; refers those in need to the proper service or agency.

Prepares and teaches community service programs such as Neighborhood Watch, Business Watch, Realtor Watch, and the Citizens Academy to schools and community groups.

Participates in the training of recruit officers; coordinates the Field Officer Training Program; serves as a Field Training Officer; performs and tracks daily evaluations; instructs recruits on various subjects.

Performs related work as required.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles and practices of law enforcement.

Knowledge of the geography of the city.

Some knowledge of first-aid principles and methods.

Some knowledge of Federal and State laws.

Ability to analyze situations and perform multiple tasks quickly and calmly, and to determine the proper course of action.

Ability to read and comprehend complex laws and ordinances.

Ability to communicate clearly and effectively both orally and in writing.

Ability to maintain effective working relationships with associates, other co-workers, representatives of other organizations and with the general public.

Skill in the techniques required to accurately discharge firearms.

Skill in the techniques required to subdue violent and/or uncooperative persons.

Skill in the techniques required to carry or drag an average person away from danger.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent, supplemented by college level course work in Criminal Justice, Law, Public or Business Administration, Sociology or related field, and some law enforcement experience.

MINIMUM QUALIFICATIONS

Candidates must be a high school graduate or have equivalent G.E.D.; must be at least twenty-one (21) years of age; must meet such physical requirements, including minimum vision requirements, as established by the City; must successfully complete the Nebraska Law Enforcement Training Center courses; and have no felony convictions.

NECESSARY SPECIAL REQUIREMENT

Candidates must possess and maintain a valid State of Nebraska driver's license.

8/94

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